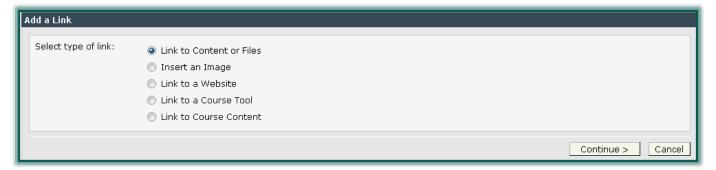
Link Content Items to Dropbox

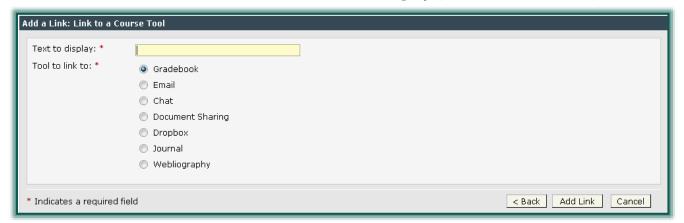
In eCollege, it is possible to create links to the Dropbox within the Content Area. Before this can be done, the Dropbox basket must be created. Dropbox baskets cannot be created for Exams, Threaded Discussions, or Custom Content Item types.

- In the Navigation Tree, click the Content Item that is to be linked to the Dropbox.
- Click the Add a Link button on the Visual Editor Toolbar (see illustration at right).
- The Add a Link window will display (see illustration below).





- Click the Link to a Course Tool option.
- Click Continue.
- ☐ The **Add a Link: Link to Course Tool** window will display (see illustration below).



- In the Text to Display field, input the text for the link.
 - This text will appear in the Visual Editor.
 - This is the text students will click to open the **Dropbox** and submit the assignment.
- ☐ In the **Tool to Link to** field, click the **Dropbox** option button.
- Click Add Link.
 - The link will be added to the Content Item.
 - When the students view the Content Item, they can click on the link to access the Dropbox.
 - Once in the Dropbox, the students must select the basket to which the item is to be submitted.
- ☐ To return to the previous window, click **Back**.
- Click Save Changes in the Content Item window to complete the process of adding the link.